



# BRITISH SOCIETY OF INTERVENTIONAL RADIOLOGY

## **SUBCOMMITTEE's STANDARD OPERATING PROCEDURE**

Task: <b>SCIENTIFIC PROGRAM SUBCOMMITTEE</b>	
DATE:	Revised 03/05/2019
Reference:	BSIR SOP SPC
Purpose:	<p>To outline the process and activities required by the committee, identify the responsibilities of committee members, reporting to council and areas that need council sanction.</p> <p>The Scientific Programme Committee is responsible for planning and producing the scientific programme and for delivery of Annual Scientific Meeting.</p>
Responsibility:	Chairman
Accountability:	BSIR Council
Eligibility:	<p><b>To be able to stand for the position of Scientific Programme committee the following should apply:</b></p> <ol style="list-style-type: none"> <li>1. Member of BSIR in good standing</li> <li>2. IR position in a UK hospital</li> </ol> <p><b>To be able to stand as a junior member of Scientific Programme Committee the following should apply:</b></p> <ol style="list-style-type: none"> <li>1. Member of BSIR in good standing</li> <li>2. Strong interest in interventional radiology</li> <li>3. ST2+ in training</li> </ol>
Committee:	<p>The SPC committee has 5 members: Past Chairman, Chairman, Deputy, Full Member &amp; Junior Member.</p> <ul style="list-style-type: none"> <li>• Chair to be part of BSIR Council.</li> <li>• Committee Members will serve a term of 3 years starting as the first year Committee Member, progression to Deputy Chair and then Chair of the Committee. Thereafter they may be asked to remain as ex-officio Members where necessary for on-going commitments to the Committee in agreement with the Chair. Junior member to serve a term of 1 year.</li> <li>• Elections to take part each year, for 1 Full Member and 1 Junior Member by electronic ballot, the winner being the nominee who achieves most votes. In the event of a tie, a further vote will be carried out amongst eligible Council Members.</li> </ul>
Roles and responsibilities:	<p>Responsibilities of the Committee</p> <ul style="list-style-type: none"> <li>• Organise the content, subject matter and speakers for the BSIR annual</li> </ul>

scientific committee meeting held in early November.

- Update the program using the standard BSIR approved SPC template using cloud based BSIR link. This allows the BSIR secretariat to link seamlessly with electronic publishing.
- Invitations to one speaker from the America's and one from Europe (CIRSE) is allowed and is undertaken in line with the agreed BSIR expenses procedure. For any further speakers requiring funding, authorisation from council is required.
- Adhere to the timeline required for preparation of the meeting and to allow consideration for the invitation of following years meeting speakers at CIRSE (September).

#### Roles of the Committee Members:

##### 1 Roles:

- **Chairman:** To lead and co-ordinate the subcommittee with regards overall planning and execution of the scientific meeting. To arrange appropriate virtual and face-to-face meetings as required. To produce an annual report of activities and submit in writing to the council meeting preceding the annual general meeting. To co-opt members as required following authorisation from BSIR council. The chairman should also identify potential speakers for the following years meeting prior to the September of November meeting date.
- **Deputy:** Responsible for arranging the abstract submission, review and acceptance with preparation of the oral and poster scientific sessions. The deputy is required to present the secretariat and chairman gifts, thank industry and membership / delegates at the conference dinner.
- **Member:** Should help in matters determined by the Chairman. The Chairman should give specific roles to the new SPC member.
- **Junior Member:** BSIRT Liaison
- **Past Chairman:** Should oversee the program giving support to the current chairman where required.

##### 2 Timeline:

- i. At the BSIR Council meeting immediately prior to the BSIR conference the SPC Chairman & Deputy will present potential names of guest speakers and conference themes for the following years meeting.
- ii. BSIR annual meeting.
- iii. The deputy will assume the Chairman role at the BSIR AGM and be responsible for preparation of the following year's conference.
- iv. The meeting template with main topics, structure, workshops, hands-on shall be updated with confirmation of guest speakers' attendance before meeting with industry at venue at the end of January. An SPC subcommittee meeting is required in December prior and council informed of the status.
- v. To agree with Ruth Moss sponsorship packages.

	<ul style="list-style-type: none"> <li><b>vi.</b> SPC subcommittee (all members) to meet at conference venue with industry to present meeting content and walk round the venue with industry. In attendance will be the BSIR secretariat and 2 council officers.</li> <li><b>vii.</b> Deputy to ensure that abstract submission is advertised and active and to co-ordinate assessment.</li> <li><b>viii.</b> At submission deadline to allocate review and scoring of abstracts by SPC panel and complete by required date (usually 2 weeks)</li> <li><b>ix.</b> Arrange SPC subcommittee meetings on a regular basis to review and arrange the oral (order &amp; session) and poster presentations.</li> <li><b>x.</b> To complete details on the SPC template on the cloud BSIR link.</li> <li><b>xi.</b> Submit completed program to council for review and sign off at the June Council Officers meeting.</li> <li><b>xii.</b> Chairman to regularly update BSIR council of the current status of the SPC program.</li> </ul>
Duties:	<ul style="list-style-type: none"> <li>1. To arrange virtual and / or real time meetings as required to ensure that the timeline is adhered to.</li> <li>2. All members should attend at least 50%, noting that failure to attend 3 consecutive meetings may lead to replacement.</li> <li>3. To attend Council meetings as requested by BSIR secretariat (Chairman &amp; deputy)</li> </ul>